TO: Sabbatical Leave Applicants

FROM: Faculty Senate Sabbaticals Committee

RE: Information to Include in your Application

When applying for sabbatical leave, be sure to review first the handout entitled “Sabbatical Leaves of Absence.” Copies are available in the Faculty Services Office, Room D220.

If the purpose of your sabbatical leave is one of the following: Study/Research or Special Purposes, we recommend you follow the listing below where applicable. These listings were developed by the Sabbaticals Committee and will assist you in completing your application.

**Study/Research**

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<thead>
<tr>
<th>Book</th>
<th>Study</th>
<th>Project/Research</th>
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<tbody>
<tr>
<td>Purpose of book</td>
<td>Purpose</td>
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<td>Objective(s) of book</td>
<td>Rationale</td>
<td>Project description</td>
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<td>Tentative outline</td>
<td>Description of course(s) or description of course(s)</td>
<td>Significance of project to other scholars/projects</td>
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<td>Estimated length</td>
<td>taken towards degree</td>
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<td>Area(s) of research</td>
<td>Institution</td>
<td>Bibliography</td>
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<td>Projected market</td>
<td>Significance of study</td>
<td>Proposed timetable</td>
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<td>Extent of similar material you or other have published (if applicable)</td>
<td>Benefits of Sabbatical (to you, students, College)</td>
<td>Benefits of Sabbatical (to you, students, College)</td>
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<tr>
<td>Names of co-authors (if applicable)</td>
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<td>Letter from publisher</td>
<td>Proposed timetable</td>
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**Special Purposes**

**Travel**

- Purpose
- Rational
- Country/countries to be visited
- Detailed itinerary and timetable
- Sites to be seen and relevance to purpose
- People to be contacted and relevance to purpose
- Significance of travel to your personal and professional growth
- Benefits of sabbatical (to you, students, College)
SABBATICAL LEAVES OF ABSENCE

I. POLICY

Sabbatical leaves for professional development may be made available to faculty members who meet the requirements set forth below. The objective of such leave is to increase each such person’s value to the college and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.

II. ELIGIBILITY

All members of the faculty shall have the right to apply for sabbatical leave after having completed a period of six (6) consecutive full-time years of service with the college. In computing consecutive years of service, periods of vacation and sick leave with salary shall be included; periods of leaves of absence, other than vacation and sick leave, with or without salary and periods of part-time service shall not be included but shall be deemed an interruption of otherwise consecutive service.

III. CRITERIA

A sabbatical leave may be granted for:

A. Study and Research

1. The applicant is required to complete satisfactorily the equivalent of a full-time program of study in an accredited college or university.

or 2. Prepare or complete a thesis or project for advanced study beyond the baccalaureate at an institution in which the applicant has matriculated. It is desirable that the study be related to the applicant’s areas of specialization.

or 3. Prepare, continue, and/or complete a research project or major creative work. It is desirable that the project/work be related to the applicant’s areas of specialization. This could include a structured program of travel with specific and directed activities related to completion of an approved sabbatical project.

B. Special Purposes

For such special purposes as shall be deemed in the public interest or the best interest of the college and individual, such as performance of a public service, either voluntarily or at the request of a public official or legislative body. A proposal shall be submitted with the application.
IV. TERMS AND CONDITIONS

A. Salary payments during sabbatical leave shall be as follows: One-half (1/2) pay if the leave is for a full year. Full pay if the leave is for one-half (1/2) year.

B. The Board of Trustees agrees to request the appropriate retirement system to credit as service for retirement purposes the period of the sabbatical leave. The period of sabbatical leave shall be credited for increment purposes.

C. All health and welfare benefits shall remain in effect during the period of the sabbatical.

D. The applicant will continue to serve for at least one year after expiration of the term of leave unless expressly waived by the President.

E. Upon return, applicant will submit a report of accomplishments demonstrating fulfillment of the terms for which the sabbatical was granted, including transcript or evidence of work where applicable. This report will be submitted to the division dean or senior administrator for subsequent processing to the Vice President of Academic Affairs who will forward it to the President. Official transcripts shall be filed with the Personnel Administration office of the college.

F. The applicant further agrees to repay that portion of annual salary received during leave if the minimum period of service upon return is not fulfilled and/or if an activity report is not filed in a timely fashion.

G. The applicant shall notify the President, if due to unforeseen circumstances, the conditions of the sabbatical leave cannot be carried out or need to be altered.

H. The applicant further agrees to repay that portion of annual salary received during leave if he or she fails to complete or fulfill the conditions set forth in the approved proposal.

V. APPLICATION PROCESS

An application once approved by the appropriate divisional dean or senior administrator shall be submitted to the Faculty Association Sabbatical Committee. The deadlines for submission of requests for sabbatical leave to the Committee are as follows:

March 1st for spring semester of the following year
October 1st for fall semester of the fall year

Approved by Board of Trustees
June 20, 1995
The Faculty Association Sabbatical Committee’s recommendation is to be submitted by April 1st or November 1st, as appropriate, to the Vice President of Academic Affairs for the Administrative Sabbatical Committee. The Administrative Sabbatical Committee’s recommendation will be sent to the President for final decision which, if approved, will be sent to the Board of Trustees for confirmation.

VI. LIMITATIONS ON SABBATICAL LEAVES

A. Eligibility for Subsequent Sabbaticals
   An applicant who previously had a sabbatical leave must complete at least six (6) years of consecutive full-time service to the college from the date of return from that last sabbatical in order to be eligible for another sabbatical leave.

B. Restrictions on Sabbatical Leaves for Faculty in Certain Categories
   1. An applicant for sabbatical leave shall have rendered at least one year of service subsequent to date of return from a leave of absence without pay when such leave of absence was for a period of one year or more.

   2. An applicant for sabbatical leave shall have rendered at least six years of service subsequent to the date of return to service:

      a. From retirement, where applicant has been on retirement for a year or more; or
      b. Upon reinstatement, where applicant has been out of service to the college (other than covered in section II) for a year or more.

C. Additional Remuneration

   1. A person to whom a sabbatical leave has been granted may, with prior approval of the President, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purpose of that leave. In such cases, the President may authorize the adjustment of the sabbatical leave salary to reflect such income, either prior to or during the period of such leave, provided, however, that in no case shall total sabbatical leave earnings be less than the authorized F.I.T. salary for the leave.

   2. A person to whom a sabbatical leave has been granted shall not engage in gainful occupation or in a study for another trade or professional except that leave for such purposes may be granted to a faculty member upon special application and under such terms and conditions as the President may approve.
Collective Bargaining Agreement

40.0 SABBATICALS

40.1 Effective at the beginning of the Fall, 1997 academic semester, ten (10) full-year sabbaticals at half-pay per year, and four (4) half-year sabbaticals at full-pay per year, will be funded by the College. Faculty on sabbatical at full-pay shall be eligible to teach no more than one (1) course in the evening and/or weekend during the semester of the sabbatical.

40.2 All full-time faculty shall have the right to apply for sabbatical leaves of absence after having completed six (6) full-time years of service at the College. A faculty member shall be given a semester's advance notice, if possible, regarding action taken on a sabbatical leave application.